



**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN
BANKING TECHNOLOGY**
(Established by Reserve Bank of India)

CALL FOR TENDERS
FOR
ELECTRICAL SERVICES CONTRACT
(Part I – Technical Bid)

TENDER NOTICE FOR PROVIDING ELECTRICAL SERVICES**Purpose:**

IDRBT, the premier Institute of Banking Technology in the country, invites Sealed Tenders, in two bid / cover (Technical & Price) from reputed, registered, professional electrical agencies having experience of at least 05 (Five) years of providing electrical services in Central Government/ State Government Departments, Autonomous Bodies, Public or Private Sector Companies/ Undertaking, for providing “**ELECTRICAL SERVICES**” for “**Institute for Development and Research in Banking Technology, Hyderabad**” (hereinafter referred to as IDRBT/ Institute) on contract basis.

Invitation:

The bidders desirous of taking up the work of providing “**ELECTRICAL SERVICES**” for **IDRBT** are invited to submit their technical and commercial bids / proposal in the prescribed format in response to this invitation. The criteria and the actual process of evaluation and subsequent selection of the successful bidder will be entirely at the Institute’s discretion. We seek proposal from bidders who have the necessary experience, capability & expertise to provide Electrical Services adhering to Institute’s requirement outlined in this Tender.

This Tender document is not an offer by IDRBT, but only an invitation to receive responses from the bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized official(s) of IDRBT with the successful bidder.

<u>NOTICE INVITING TENDER. (NIT)</u>		
Sl No	Details	Description
01	Name of the Work	PROVIDING “ <u>ELECTRICAL SERVICES</u> ” AT IDRBT, HYDERABAD
02	Eligibility of the Contractor	Registered in appropriate class with CPWD/ MES / State / Central Government Organizations / Public Sector Banks / Public Sector Undertakings / etc. and having a valid license and other qualifications as detailed for providing Electrical Services Maintenance for the Institute.
03	Earnest Money Deposit. (EMD)	Rs 25,000.00 (Rupees Twenty Five Thousand only). “ <u>Please note that incomplete tenders or tender with conditions will be rejected and the EMD will be forfeited</u> ”.
04	Payment Terms	The amount will be paid on a monthly basis after successful completion of the month and the satisfactory service during the month.

05	Date of downloading tender documents from Institute's web site.	From 10.00 hours of 05.06.2022
07	Clarifications if any	Any clarification in this regard may be sought from the Estate Department, IDRBT, through email ID allestate@idrbt.ac.in / Phone No. 040-23294182 / or in person.
08	Last Date of submission of bids along with EMD.	On or Before 17.00 hours of 05.07.2022.
09	Bidder's Contact Details	Name of Company, Contact Person Mailing Address with Pin Code, Telephone Number and Fax Number, Mobile Number and E-MAIL ID.
10	Total Security Deposit in shape of DD/ BC/ Bank guarantee	2 (two) months of total quoted amount including wages in favour of IDRBT, Hyderabad
11	Validity of Bid	180 (One hundred and Eighty) days from the last date of the Tender
12	The Institute, however, reserves the right to accept / reject any / all tender/s without assigning any reason whatsoever.	
13	It is not mandatory on the part of the Institute to award the work on the lowest bidder. The Institute may use its discretion as it deems fit to award the work to any of the bidder without assigning any reason whatsoever. In the event of any bidder backing out, their EMD will be forfeited.	
14	The contract term shall be initially for a period of 6 months on probation and based on satisfactory performance, may be renewed, for a period of 3 (three) years subject to annual performance review on the quality of the services rendered, from the date of commencement of the contract. The contract is renewable, thereafter solely at the discretion of the Institute on the same terms and conditions mutually agreed for a further period of 2 (Two) years.	
15	Revision of contract rates:- The request for revision in the contract rate shall NOT be considered during the contract period, except owing to the hike in statutory payments. Any revision, to the extent of fulfilling statutory obligations like revision in Minimum wages, changes in PF / ESI contributions etc., will only be considered "ONCE IN A YEAR" . The first revision will be considered only on completion of first / one year of contract period.	
The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. <u>The Institute does not recognize any employee- employer relationship with any of the workers of the contractor</u>		
There will be a cooling period of three years for the existing contractor rendering the security services		

in the Institute.

Governing Language: All communication with respect to the Bid, clarifications, replies, contract documents etc shall be in English.

The tender documents can be downloaded from the websites <https://idrbt.ac.in/tenders.html> from 10.00 hours of 05.06.2022. Interested bidders have to download and submit the tender physically in the prescribed pro-forma. Further, all the physical copies of supporting documents shall be submitted by the bidders along with the tender document downloaded from the website complete in all respects and dropped in the tender box available at Main Gate, IDRBT Campus, Castle Hills, Road No.1, Masab Tank, Hyderabad-500057 by the deadline mentioned above

IMPORTANT: It is mandatory that the bidder shall sign and certify with seal on each page of the tender documents including all supporting documents arranged as per the checklist available in the tender document (sequentially numbered as a token of having read and understood the terms & conditions contained therein and submit the same along with the technical bid). The bidder should fill up the information in the Annexures enclosed in clear and legible terms. Wherever, the prices are to be quoted, it shall be written in figures and in words as well. Annexures shall also have to be signed and certified with seal by the firm through its authorized signatory. No additions/ modifications/ deletions in the tender documents and other related supporting documents shall be entertained during the tender process.

"A"- ELIGIBILITY CRITERIA

1. The bidder, herein after may also be called The Contractor, must be a registered partnership Contractor or a Company registered under Companies Act. The bidder should have a valid registration with all Statutory Authorities such as ESI, PF, Labor Welfare Department, Electrical Inspectorate, etc. and the copies of certificates of valid registration should be enclosed with the Part I of the Tender (**Technical bid**).
2. The bidder must have minimum of **"5 (Five) years"** experience in relevant field of providing Electrical Maintenance Services in highly reputed Govt. Organizations, Banks, Institutions, Public Sector Undertakings etc., and also have a branch office / head office in Hyderabad.
3. Earnest Money Deposit (EMD) of Rs 25,000/- (Rupees Twenty five Thousand only) in form of Demand Draft /Banker's Cheque drawn in favour of "IDRBT, Hyderabad" issued by any scheduled commercial bank should be enclosed with the Technical Bid. Any tender not accompanied by the EMD will be rejected.
 - **Earnest Money Deposit (EMD), shall accompany the technical bid. Technical bids without EMD shall be rejected.**
 - **EMD of the unsuccessful bidders will be returned to them without interest after completion of the tendering process. The EMD of successful bidder will be adjusted towards security deposit.**
 - **EMD shall be forfeited, in case the eligible bidder/s withdraws their bid or the details furnished in Annexures are found to be incorrect or false during the tender selection process or they express inability to accept the tender on awarding of the same by IDRBT.**
4. **The contractor should have 'A' Grade HT license.**

5. Bidders are required to submit all the information / documents required as per the Part I: Technical Bid and Part II: Price Bid.
6. All the Tender Papers must be signed by authorised representative of the Contractor/Company along with the seal. A copy of certificate of registration / certificate of incorporation should be attached with Part I of the tender.
7. The Tenders should be submitted, in separate sealed covers, Superscribing as **“Technical Bid for Electrical Services Contract at IDRBT, Hyderabad” (Part -1)** and **“Price bid for Electrical Services Contract at IDRBT, Hyderabad” (Part -2)**.The above covers may be put in a **common cover**, super-scribed **“Electrical Services Contract at IDRBT, Hyderabad”** and addressed to: **“The Deputy General Manager, IDRBT, Castle Hills, Road No. 1, Masab Tank, Hyderabad – 500 057”** so as to reach the Institute on or before **17.00 hours on the 30.06.2022**. The tenders received after the time and date specified would be rejected.
8. Please note that the Part I would be opened first to evaluate the experience and technical capability of the Contractor/ organisation to provide Electrical Maintenance Services to IDRBT.
9. **The price bids of only such bidders, who are found eligible, as per the conditions / specifications laid down in Part I (Technical Bid), would be opened for further consideration.**
10. The Institute, however, reserves the right to accept/reject any/all tender/s without assigning any reason whatsoever. The Institute also does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason thereof.
11. The Institute further reserves the right to increase or reduce any item or section of the bill of quantities (deployment of manpower) without assigning any reason whatsoever thereof and no claim will be entertained in this regard at any point of time the tendering process as well as during contract period

“B” SCOPE OF WORK

The “Electrical Services Maintenance Contract” would include deploying Eight Electrical staff and ensuring uninterrupted and smooth Electrical Services at the Institute. The work shall include managing and maintaining on a 24 x7 basis on all days 11 kv / 440v Electrical substation and all the electrical equipment, connections, panel board, bus bars, UPS, DG Sets, Motors, Lighting, Neon Signboard, Air Conditioners, Refrigerators, Coolers, Lifts, Power Control Rooms, etc., and carrying out all electrical related works in the Institute. The indicative Scope of Work is as under:

1. Manage all electrical-related works of the Institute and ensure that all electrical related functionalities are performed perfectly.
2. Operating all the Diesel Generator Sets every day (Test run).
3. Operation of all Air Conditioners, Coolers and Diesel Generator Sets located in the Institute.
4. Maintenance and Management of all electrical equipment, panel boards, bus bars, transformers, OCB’s, electrical wiring, power control rooms, lighting, in the Institute spread over the Academic Block, Executive Facilities Centre, Director’s Bungalow, Guest & Transit House, Open Areas, etc.
5. Constantly co-ordinate with the related equipment maintenance contractors for DG Sets, ACs, UPS, Neon Sign Boards, Lifts, Firefighting equipment’s, etc. and get the servicing done by them.

6. During breakdowns, the electrical staff should immediately rectify the problem or contact the respective equipment maintenance contractors, if any, for attending the breakdown.
7. Check the functioning and ensure proper working of panel boards, transformers, wiring fuses, cables, UG cables, DG sets, UPS, ACs, Coolers, Lifts, Neon Signboard, etc., regularly and maintaining record of the functioning and also checking of earth pits once in two months and recording the same in a register.
8. Procurement of material such as diesel, etc., in emergency for functioning of the DG sets. However, cost of the same will be reimbursed to the Contractor as per the bill produced.
9. Co-ordination / Liaison with Electricity Department for all General Electrical Works on periodical inspection (Once in a year or as and when required).
10. Periodical servicing of pump sets Electrical Motors installed in pump rooms once in six months or as when required.
11. Laying of PVC casing, capping, cables, for new work stations, new wiring, new power plug points, new light /fan points and all other new electrical work on the wall /above false ceiling, etc. including replacement of tubes, lamps and other accessories. However, the cost of all the required consumables / fixtures / items / spare parts will be reimbursed by the Institute.
12. All electrical works such as testing/ fixing/ removing of any electrical units spread over the premises of the Institute need to be attended.
13. All required coordination / Liaison with state / central Govt. Electrical Departments in various aspects of the new work / annual inspection, etc., needs to be attended. However, the fees / charges payable / paid to the Govt. departments such as TSSPDCL etc., will be reimbursed to the Contractor subject to the production of proof of payment.
14. Any other work / item not described / included above but required for ensuring uninterrupted and smooth Electrical Management & Maintenance Services at the Institute shall be covered under this tender.
15. The Contractor has to submit a copy of necessary insurance policy (CAR Policy – Contractor’s All risk policy) for his staff working at IDRBT towards risk of injury or loss of life. The Insurance, for all the staff deployed by the Contractor in IDRBT, shall remain in force till the contract period.
16. Necessary follow up action with TSSPDCL in the event of HT Power supply break downs for restoration.

“C”:- STAFF REQUIRED.

The essence of the “Electrical Services Maintenance Contract” is to ensure uninterrupted and smooth Electrical Services at the Institute. Accordingly, deployment of staff required shall be as under:

Sl.No.	Shift	Type of Manpower	Schedule	No. of Days
1	Morning Shift	One Skilled Electrician & One Helper	6.00 am – 2.00 pm	7 days a week
2	Afternoon Shift	One Skilled Electrician & One Helper	2.00 pm – 10.00 pm	7 days a week

3	Night Shift	One Skilled Electrician & One Helper	10.00 pm – 6.00 am	7 days a week
4	General Shift	One Skilled Electrician	9.00 am - 6.00 pm	6 days a week
5	Reliever	One Skilled Electrician		

Qualifications & Experience:

- **Skilled Electrician:** - Should have passed ITI / Diploma in Electrical Engineering and should possess a minimum of five years of experience in Electrical Maintenance and Management. Compulsory knowledge on Air conditioning, Telecommunication, Conference system, Public address systems, are also required. The skilled Electrician with wiremen license shall perform the duties of Wireman and also supervise all the electricity related services of the Institute. He will also be the point-of-contact for the Institute.
- **Helper:** - Should have passed Matriculation and should possess a minimum of two years of experience in Electrical Maintenance Work.

After shortlisting for carrying out the electrical services, the Contractor has to submit all document copies constituting qualifications & experience of the manpower proposed to be deployed for IDRBT within one week of communication by the Institute.

“D”:- Terms and Conditions:

1. The Institute shall supply all material / consumables as required for ensuring uninterrupted and smooth Electrical Maintenance Services at the Institute. However, in case of emergencies, the Contractor/ Company may use his /her own material, with the prior approval of the Institute and cost of materials, if any, will be reimbursed to the Contractor against submission of bill.
2. The Contractor has to raise a separate invoice for consumables periodically along with proof of usage of consumables for getting the payment. The Institute would reimburse the amount, after proof and usage is checked.
3. The Electrical Maintenance Services should be provided round-the-clock throughout the year without any holidays. Accordingly, the Contractor/ Company has to make necessary arrangements for reserve staff to attend to any emergency during holidays and leave purposes. Also all required tools & tackles to be provided to the staff by the Contractor including one earth megger, tongue tester, multi-meter, drilling machine and crimping tool (up to 10 sq mm cable) etc. These tools shall be readily available 24 x 7 basis in the Institute campus.
4. The Institute shall not permit double shift for any staff employed by the Contractor. In event of violation, the Institute reserves the right for any disciplinary or penalizing action.
5. The Contractor shall necessarily have all the requisite licenses from the appropriate authorities for employing Contract Labour.
6. The Contractor shall comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e. various Acts relating to payment of Minimum Wages as per the Government of Telangana , ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time.

7. All the payments have to be made as per the prevailing minimum wages stipulated from time to time by the Government of Telangana and covering benefits such as ESI, PF etc.
8. All the rules related to the Labour Law and applicable acts should be strictly followed and in case of any dispute the Institute will not be a party (necessary indemnity bond should be submitted for this). The contractor has to satisfy the Institute showing adequate recorded proof that the minimum wages, ESI, contribution, provident fund payments, as applicable under the Statutory Acts are being paid to his staff before the 7th day of the month taking care about the paid leaves, etc, as required under the Contract Labour Regulation Act and Minimum Wages Act as notified by the Government of Telangana from time to time.
9. The Contractor shall be solely and fully responsible for lapses, violation and non-compliance, if any. It will be the responsibility of the Contractor to take care of all the statutory dues and the Institute shall in no way be a party to it.
10. **The rates quoted should be inclusive of Statutory Benefits such as ESI, PF, Bonus, etc. and also, in accordance with the Minimum Wages Act of Government of Telangana and amended from time to time.** The tax components should be indicated separately, which would get revised from time to time as per government notifications. The rates quoted shall be in strict compliance with the format enclosed. Any deviations might lead to rejection of the tender.
11. The rates shall not be subject to any variation in price during the period of contract. Any revision would be considered only to the extent of revision in statutory payments **such as ESI, PF, Bonus, etc., and also, in accordance with the Minimum Wages Act of Government of Telangana as amended from time to time** and the same shall be done on an annual basis. The bidder shall carefully quote the amounts as no requests for increase in basic price quoted, shall be entertained under any circumstances before completion of 12 months from the date of work order.
12. The Institute shall make payment on a monthly basis. While the bill of the first month shall be paid after submission of bill for the month, the payment from second month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF, ESI, GST, etc., for the previous month.
13. The Contractor may visit the Institute to ascertain the nature & quantum of work involved before submitting their bids.
14. Once contract is awarded, the Contractor should submit daily plan schedule for the day. And also should be accessible at any time, "round the clock".
15. The bidder whose tender is accepted has to execute an agreement with the Institute but his liability under the contract shall commence from the date of the written order.
16. The contract either in full or in part shall not be sublet or assigned to others by the bidder under any circumstances.
17. The Institute reserves the right to award the entire work in full or distribute areas of work to any of the bidders at its discretion.
18. The Price Bid must clearly indicate the rates quoted in figures and in words, and the authorized signatory with the official seal must duly sign all documents.
19. The Contractor shall devote his full attention to the assigned work and discharge his / her obligations under the arrangements most diligently and honestly.

20. The Contractor shall at all times, during the contract period, obey and observe all directions and instructions given by the Institute and its authorized officials.
21. A registered medical practitioner should carry out medical check-up of the staff every year and submit their fitness reports to the Institute. Any staff failing the medical checkup should be removed from duty immediately with an intimation to the Institute.
22. The electricians and workers shall report to the Security at the gate and are liable to be frisked by the Security at the time of entry & exit.
23. The Contractor or his employees shall not use the premises allotted to him / her for any purpose other than for carrying out the work allotted as per the contract and shall not act in any manner as to cause any nuisance or annoyance to the Institute or the participant/visitors at the Institute. The Contractor/ Company shall not allow or permit employees to participate in any trade union activities, organisations in and around the premises of IDRBT.
24. The Institute will deduct TDS at source from every bill as applicable.
25. The number of such persons to be employed will be determined by the parties to this contract, by exchange of letters from time to time. But in any case, the contractor shall have to engage the services of sufficient number of persons as stipulated by the Institute.
26. The Contractor shall be deemed, for all legal and contractual purposes, as the employer of his staff and such staff will not have any claim whatsoever for employment in the Institute now or at any point of time in the future.
27. The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Institute does not recognize any employee-employer relationship with any of the workers of the contractor.
28. The Contractor shall take necessary safety measures and he / she shall be solely responsible for the safety of staff engaged by him / her.
29. IDRBT shall not be responsible for any accident/ injury or loss of life of any of the persons engaged by the Contractor that may take place while executing the contract and any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Contractor/contractor. The Contractor shall take necessary insurance policy (CAR Policy – contractors all risks policy) to cover the staff from any such risk of injury or loss of life while at work to meet any such eventualities. A copy of the insurance policy covering all the staff employed by the contractor at the Institute shall be submitted to the Institute. The Insurance shall remain in force till the completion of the contract period.
30. The contract may be terminated at one month's notice by the Institute if any one of the stipulated conditions agreed upon by the selected bidder is not met to the satisfaction of the Institute or even without assigning any reason thereof by the Institute. Further, the contract shall stand terminated automatically on the expiry of three years unless otherwise notified.
31. Omission, neglect or failure on the part of the bidder to obtain requisite reliable and full information on any matter affecting this tender, shall not relieve the bidder, from any liability in respect of the contract.
32. The contractor, whose tender is accepted, has to execute an agreement with the Institute within a week from the date of the written order of the Institute. The selected bidder / contractor would be required to submit a performance Bank Guarantee for an amount

equivalent to two months value of the contract including wages within 15 days from the issue of work order. This Bank Guarantee should be from any Scheduled Commercial Bank and the same should be valid till three months after the completion of term of the contract (initially, 3 years 3 months). This deposit/ guarantee would be refunded without interest after three months from the date of expiry of contract subject to the condition that no losses are incurred to the Institute due to Contractor or their employees and all statutory dues have been cleared.

33. The selected bidder shall bear all costs and expenses in respect of all charges, stamp duty, etc. in respect of the agreement to be entered into. In an event of non-submission of the security deposit within the stipulated time, the work order shall stand cancelled and the EMD forfeited. The Performance Bank Guarantee is required to protect the interest of the institute against the risk of non performance of the successful bidder or breach of performance of the conditions of the contract which may warrant invoking of Bank Guarantee (BG).

Also, if any act of the Contractor results in imposition of Liquidated Damages, then the Institute reserves the right to invoke the Performance Bank guarantee.

34. The Contractor should provide minimum three pairs of uniforms, one pair of rubber shoes per year to their staff at his cost and ensure that all the staff shall wear clean uniforms. Further, the Contractor/ Company shall submit a copy of their employment letter to the Institute and they should all be provided with an identity card, which they should sport while at work in the Institute. The Contractor should also provide basic personal details of all staff deployed in the Institute.
35. The officials of the bidder, who has/ have been identified at the time of tendering, shall be the only authorized person to interact with the Institute's representative and to raise bills and to receive the payments. Payments will always be made in the name of the Contractor in the form of NEFT. No cash payments are allowed.
36. Once in a month, the bidder has to submit the bills to the Estate Department for the services rendered, which if found in order would be certified for payment. The payments will be made within **10 (ten)** days from the date of certification, subject to the condition that the bill is proper in all respects and the contractor has cleared all his dues related to labor payments as required by the Labor Act and any other charges or expenses which are to be paid by him and produces documentary evidence to that effect.
37. The selected bidder shall bear all costs and expenses in respect of all charges, stamp duty, etc., in respect of the agreement to be entered into.
38. For all disputes arising out of non-adherence of any terms stipulated above, the Deputy General Manager of the Institute is the appellate authority and his decision would be final. However, the legal jurisdiction for all matters would be Hyderabad city only.
39. The contractor cannot engage workmen below 18 years and above 55 years of age.
40. The contractor shall engage an experienced supervisor who will be authorized for coordinating with the Institute's representative, regarding supervision, day-to-day work, and to receive instructions from time to time for proper execution of works at least once in week.

41. The Contractor should distribute the salaries to the staff in the presence of the Institute's officials and should maintain all statutory records, documents, registers, etc., before 7th day of every month, failing which penalty will be imposed as per IDRBT norms.
42. The sole responsibility in respect of the antecedents / credentials of the persons engaged by the Company rest with the contractor / company.
43. The Contractor shall remove & replace any of the employees not found competent by the Institute immediately upon being notified.
44. Sub-contracting is strictly prohibited.
45. **Force Majeure:** Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall make all reasonable endeavors to minimize any such delay.
46. **Commencement of work:** The work has to be commenced immediately on award of the contract in favour of the successful bidder. If the Contractor delays the commencement of the work for more than 7 days after award of the contract, the Institute will be at liberty to cancel the contract without giving any notice. Failure to commence the contract within the above period will lead to forfeiture of the EMD amount.

Signature of the Contractor with seal & date

PART – I
PRE-QUALIFICATION DOCUMENT
(PROFILE OF THE BIDDER)

Sl no	Description	Details
01	Date and Place of Registration/ incorporation (enclose copy)	
02	Address of the Registered Office of the Bidder	
	Name & Address of the Chairman / Managing Director/Head	
	Name and addresses of Directors along with their occupation	
03	Details of other trade/ business/ activities carried out by the Company	
04	Details of Annual Turnover for last three years F Y 2018-19, F Y 2019-20 and F Y 2020-21 (enclose copies of audited Balance Sheets along with Income Tax Returns)	
05	PAN of the Company (Enclose Copy)	
06	GST Registration no (Enclose Copy)	
07	No. of years of experience in the field of Electricity Management Services provided to different clients giving details of services provided, period of service, quality of service, etc. and enclose certified copies of experience with the major clients.	
08	Details of employees of IDRBT related to the Tenderer, if any, should be furnished in a separate sheet.	
09	STATUTORY REQUIREMENTS	
09.1	Enclose copies of all the statutory registrations like PF, ESI, GST, Central/ State Labour authorities, etc.	
09.2	Enclose copy of latest remittance made by your Agency towards statutory payments like ESI	
09.3	Details of disputes against your Company before any of the Statutory Authorities like PF Office, ESI, Income Tax authorities, GST, Labour Tribunal Authorities, etc.	
10	Do you pay bonus? If so, what is the criterion? Enclose proof of latest disbursement.	
11	Any other information/ Document which may help IDRBT in assessing your Company / Agency's capabilities, may be enclosed.	
12	Name & Address of Bankers – along with facilities enjoyed	

13	References (from two organization / company(s))	
14	Details of bank draft for Rs 25,000/- submitted towards EMD	

I / we certify that all the information furnished above is true to my knowledge. I / we have no objection to IDRBT verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I / we also certify that I/ we have understood all the terms and conditions indicated in the Tender document and agreeing for the same. I /we am/ are signing this document as an authorized signatory in the capacity of_____.

Date:
Place:

Signature :
Name :
Designation

Seal of the Company / Agency
Address :

*Periodicity

S.No.	ELECTRICAL MAINTENANCE: DETAILS OF JOB WORKS	* D	* W	* M
1.	Operation and maintenance and regular up-keep of lighting and allied electrical works, within the building/premises.	√		
2.	Operation and maintenance and upkeep of exhaust fans in the building/premises.	√		
3.	Cleaning, dusting of electrical and telephone shafts, starters, pumps, panel boards, cable racks etc.			√
4.	Cleaning of mains, distribution boxes of each floor and checking up of all the electrical connections to all the gadgets including mike system, projector, video conference equipment, T.V etc.,		√	
5.	Maintenance and cleaning of all electrical fixtures and fans.			√
6.	Changing of fused tubes and other items by collecting from Institute.	√		
7.	Operation and maintenance and upkeep of street lighting, garden lighting and building electrification.	√		
8.	Operation and maintenance and upkeep of sump pumps, water pumps and starters, including water treatment plant.	√		
9.	Cleaning and dusting of panel boards.			√
10.	Liaison with TSSPDCL in case of power failures/routine maintenance/shut down of power.			Σ
11.	Faulty parts and equipment are to be replaced by the Contractor without charging anything extra towards labour charges and the items required for repairs / rectification will be supplied by the Institute. However, if Contractor supplies the items the amount will be reimbursed to the Contractor by the Institute, after the bill is certified by estate department.			Σ
12.	Replacing bulbs, tube lights etc. wherever / whenever required at Institute's cost.			Σ
13.	To clean and lubricate fans, exhaust fans, wherever / whenever required			Σ
14.	Operation and maintenance of Capacitor Banks to maintain the Power Factor above 0.95.			Σ
15.	Cleaning of all Window /Cassette /Split Air Conditioners, checking electrical wiring, drain pipe, copper pipe and blowers etc.			√
16.	Cleaning the interior of all the lift cars.	√		
17.	Maintain / operation of all package AC units in all the floors	√		
18.	Switching off all the lights and fans in the entire building soon after the employees / officials leaves their seats / building / premises.	√		
19.	Maintenance of telephone lines both direct lines and intercom including instruments at Institute's campus. Attending to the complaints both internal and external. Cleaning all the existing telephone instruments in the building and providing perfume tags			Σ
20.	Maintain liaison with service providers such as BSNL, EPABX vendors where ever and whenever required			Σ
21.	Arrange for providing new telephone lines /broadband connections and arrange for disconnection of lines at Institute's premises			Σ
22.	Testing and maintaining the PA systems installed in the institute.			

Σ Items shall be done as and when necessary

NOTE:

All the above mentioned scope of works are indicative and not exhaustive. The Institute reserves the right to add / delete any work under the scope of work. However, the Contractor has to properly maintain the campus. In-case the contractor fails to perform any of the works in the tender documents to the satisfaction of the Institute and/or express inability to execute any work, the Institute will have the option to get the work done from a third party and the cost shall be recovered from the monthly bills of the contractor. In case of any negligent or intentional damage is observed on the part of contractor's staffs, the cost of such repair / replacement shall be recovered from the monthly bill of the contractor.

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN GOVT./SEMI-GOVT./FINANCIAL INSTITUTIONS/PSUs/PSBs/ REPUTED MNCs DURING LAST 7 YEARS

(ENDING 30.04.2022)

(Enclose supporting documents i.e. Work order, Proof of payment and Satisfactory Completion Certificate Obtained from the Clients)

Sr. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Stipulated Date for Completion	Actual Date for Completion	In case of delay, time extension granted without LD (Yes/No)	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

- Information has to be filled up specifically in this format only.
- For certificates, the issuing authority shall not be less than an Executive in-charge.
- Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Signature of Owner/ Managing Partner/ Director

Date:
Place:

Name:
Seal

LIST OF MAJOR WORKS UNDER EXECUTION
(Enclose Copies of Work Orders Issued by Clients)
(As on Date)

S. No	Name of Work	Work being executed for (Name of the Organization with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Date of Commencement	Scheduled Date of Completion	Likely Date of Completion

(Add separate sheet if required)

Note:

- Information has to be filled up specifically in this format only.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

(Add separate sheet if required)

Notes:

- Information has to be filled up specifically in this format only.
- Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal:

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR WORKS CARRIED OUT BY THE APPLICANT

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)

Notes:

- Information has to be filled up specifically in this format only.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal:

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE
LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION**

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

- Information has to be filled up specifically in this format only.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE IDRBT

Name of Staff Related to Applicant	Designation	Place of Posting	Relation with the Applicant

(Add separate sheet if required)

Notes:

- Information has to be filled up specifically in this format only.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

DECLARATION OF NEAR RELATIVES OF IDRBT EMPLOYEES

I/We.....S/o/D/o.....
.....Residing at

..... hereby certify that none of our relatives(s) as defined in the Tender document is / are employed in IDRBT as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, IDRBT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in- laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

UNDERTAKING

We hereby certify that we have gone through the tender document and we have fully understood the conditions herein. We hereby assure that we will comply with the conditions and submit monthly compliance statements regarding minimum wages and other Labour related statutory formalities like PF, ESI, etc.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

CALL FOR TENDERS
FOR
ELECTRICAL SERVICES CONTRACT
(Part II – Price Bid)

PART – II:
COMMERCIAL BID
(Tax should not be included in Basic Rate)

Sl.No	Item	Manpower Required	Basic Rate (Rs.)	Rate in words	Amount (Rs.)
1	General Shift (9.00 am – 6.00 pm), 6 days a week				
	Skilled Electrician	1			
2	Morning Shift (6.00 am – 2.00 pm), 6 days a week				
	Skilled Electrician	1			
	Helper	1			
3	Afternoon Shift (2.00 pm – 10.00 pm), 6 days a week				
	Skilled Electrician	1			
	Helper	1			
4	Night Shift (10.00 pm – 6.00 am), 6 days a week				
	Skilled Electrician	1			
	Helper	1			
	Reliever	1			
5	Subtotal Amount	8			
6	Contractor's Charges / Profit (Please mention the percentage & amount separately). These charges / profit shall not be revised during the contract period				
7	Taxes				
	Total charges for month for carrying out the contract (Inclusive of taxes)				

Salary Breakup for Electrician & Helper per month

	Description	Skilled Electrician	Helper
1	Wages for 26 Days Basic+ DA		
2	OT		
3	HRA		
4	Spl		
5	Other Allowance		
6	Travelling Allowance		
7	Gross Wages		
8	Washing Allowance		
9	ESI @ 3.25%		
10	PF @13%		
11	Bonus @ 8.33% taken on ceiling Rs 7000/- for all		
12	L W W on Basic + DA @ 4.85%		
13	Gratuity @4.81% of Basic + DA		
14	National Festival @10 days per annum/12		
15	Fare wages (Recruitment/Training charges)		
16	Uniform (Dress, Shoes, socks, Stationary etc.)		
17	Gross salary for 26 days and 08 hrs. CTC. 6days a week		
18	TAKE HOME CALCULATOR		
19	Gross Wages		
20	L W W		
21	National Festival @10 days per annum/12		
22	Total ESI Gross		
23	ESI @ 0.75%		
24	PF @12%		
25	PT		
26	Total Deductions		
27	Employee Take Home		

Signature of Owner/ Managing Partner/ Director

Date:
Place:Name:
Seal